Hire Above Minimum (HAM) Process Flow Chart **Proposed Lean Process If approved,** program makes offer to the **ERL submits HAM Request** candidate with the approved salary. Package to C&P Analyst with If the candidate accepts, Program APPROVED the ERL informs the C&P required documents after the ERL informs the candidate Analyst and the RPA is candidate declines the position of the final determination. -DENIED and/or requests to negotiate processed accordingly. If denied, the program makes offer to the salary. candidate with the minimum rate in the salary range of a classification. C&P Analyst records HAM, C&P Analyst C&P Analyst reviews the prepares and provides HAM documents and C&P Analyst memo to program with writes an analysis and approved salary copying routes to PTU recommendation to C&P PTU and Chief of HR. Management. (same day received) (4 calendar days) C&P Management C&P Management reviews the analysis and provides recommendation to Personnel Officer. (2 calendar days) Personnel Officer Personnel Officer approves or denies (1 calendar day)